

# MINOS Data Approval Procedure

(V 2.1 Approved April 2007)

## 1 GENERAL PRINCIPLE

No MINOS data including Monte Carlo results will be presented outside the collaboration without having been discussed in a public meeting of the collaboration.

## 2 DEFINITIONS

### ***2.1 Collaboration blessable material***

Results that must be approved by the MINOS collaboration at a special physics meeting. Collaboration bless-able material includes all plots, tables, and conclusions derived from MINOS data, including detector performance plots that use MINOS data. An exception is made for operational plots required to run the experiment. Monte Carlo results that show physics sensitivities of the experiment are included in this category.

### ***2.2 Group-approvable material***

These results must be approved by the relevant physics analysis group. This category includes:

- Monte Carlo results which do not show physics sensitivities.
- Minor changes to previously approved data or presentation, which do not change conclusions.

### ***2.3 Blessing package***

This consists of a MINOS note documenting the bless-able material and containing numerical results, plots displaying the results, captions which give adequate detail to explain the plots, and references to any supporting MINOS notes necessary for non-experts to adequately understand the analysis and results. Note that only references to MINOS notes are to be used, not talks or informal presentations.

## 3 APPROVAL PROCESS FOR COLLABORATION BLESSABLE MATERIAL

- a. Techniques and intermediate results for all work to be blessed must have been presented and discussed at least once at the appropriate physics group meeting.
- b. A complete blessing package (as defined in item 2.1) must be approved by the analysis group and the analysis coordinator (or designated deputy) before a collaboration blessing is scheduled.
- c. Before a collaboration blessing is scheduled, the proponents, convenors, and analysis coordinator must agree on specific plots and results that must be included, and on an action item list of things that need to be resolved before blessing. The convenors and analysis coordinator may request that another version of the blessing package be approved by the analysis group if changes required are substantive. If any required changes are determined not to be substantive, the

- convenors and analysis coordinator must agree that they have been resolved before posting of the blessing package.
- d. The blessing package to be approved by the collaboration must be posted AT LEAST TWO WEEKS before the special physics meeting. Posting includes all supporting documentation. Collaboration comments must be received by the authors, convenors, and analysis coordinator at least 48 hours before the special physics meeting.
  - e. At the special physics meeting, comments from the collaboration on the blessing package will be addressed. If consensus from the collaboration is achieved, the material is forwarded to MAP.
  - f. The MAP committee or a subcommittee designated by MAP meets either immediately, or, if necessary, after proponents and convenors make any final changes required at blessing presentation. MAP will then decide to:
    - Bless result for distribution
    - Require iteration of result before blessing.

#### **4 APPROVAL PROCESS FOR GROUP-APPROVABLE MATERIAL**

- a. In the case of an update to a blessing package, appropriate revisions of the package are required. For all results a note must exist.
- b. Material to be approved must be posted 48 hours before approval by the analysis group.
- c. After approval by the analysis group the proponents, convenors, and analysis coordinator must agree on specific plots and results that are to be included, and on an action item list of things that need to be resolved before release.
- d. The analysis coordinator submits the material to the MAP chair, who has discretion to decide if material fulfils the criteria for group-approvable material or must go through the approval process for collaboration blessable material. Normally the MAP chair will have been notified well in advance that such a decision is required.

#### **5 BLIND ANALYSES**

- a. Box-opening approval constitutes blessing results unless an error is found once the box is opened. The blessing procedure for collaboration blessable results above (section 3) must be followed with Monte Carlo versions of all plots.
- b. After the box is opened, one week is required before final approval by the MAP. If errors are found, a new blessing is required once they have been understood.
- c. If additional plots are required they must undergo a full blessing procedure. Minor revisions to plot formats made before the box opening may be submitted by the authors to the analysis group as group-approvable material.